Person Specification: AEND Manager

|  |  |
| --- | --- |
| **Essential Qualities** | **Desirable Qualities** |
| Educational Qualifications |
| * 5 good GCSEs (or equivalent) including English and Maths
* Recognised SEND or childcare qualification or willingness to train to achieve one
 | * Up to date First Aid qualification
 |
| Skills, abilities and experience |
| * Experience of working with SEND and/or AEN pupils
* Experience of working within a school
* Experience of working directly with teachers and students in a pastoral role
* Demonstrable excellent ability to use a variety of IT packages including email, word processing and spreadsheets
* Sound understanding of safeguarding and child protection
* Experience and understanding of the importance of Health and Safety
* Excellent communication skills
* Experience of working in a team and with enthusiasm, direction and positive spirit
* Outstanding interpersonal skills
* Excellent organisational skills
* Flexibility and the ability to work calmly and quickly under pressure
* Resourcefulness and the ability to multi task and prioritise
* Attention to detail
* Demonstrable ability to work under pressure
* Demonstrable willingness to commit to their own professional development and so is up-to-date with current developments in the areas of SEND and AEN
* Demonstrable ability to take notes and minutes of meetings
 | * Knowledge and experience of using SIMS
* Experience of creating rotas and organising work loads
* Experience within a customer service environment
* Ability to take shorthand
* Ability to touch type
* Knowledge of relevant legislation relating to SEND or AEN e.g. the SEN Code of Practice
* Experience of leading a team of staff
 |
| Personal Qualities |
| * An interest in SEND and AEN areas of education
* A genuine warmth and interest in the pupils’ care
* An interest in the School, its purpose and ethos
* A high level of emotional maturity
* An understanding of different cultures and practises
* A warm and sympathetic personality
* Team player, supporting colleagues
* Motivator of self and others
* Common sense
* A sense of humour and proportion
* Discretion and confidentiality
* A willingness to work beyond the normal school day in exceptional circumstances
 |  |
| Child protection |
| * Commitment to the protection of children and young people
* Willingness to follow the School’s Safeguarding procedures
 |  |